

From: Susan Mazurski July 16, 2012 10:44:55 AM
Subject: Housing Authority Minutes 06/14/2012 Approved
To: SimsburyCT_HousingMin
Cc:

MINUTES OF THE MEETING OF THE BOARD OF COMMISSIONERS OF THE HOUSING
AUTHORITY OF THE TOWN OF SIMSBURY
JUNE 14, 2012

The regular monthly meeting of the Housing Authority of the Town of Simsbury, Connecticut was held on June 14, 2012 at the Virginia Connolly Residence at 1600 Hopmeadow Street. The meeting was called to order by the Chairman, Ron Zappile at 7:06 p.m. Also in attendance were Commissioners Woody Eddins, Oliver Dickins, Cheryl Cook and Kay Coffey; Executive Director, Joe Loewy, Housing Administrator, Christine Winters, Board of Selectmen Liaison, Lisa Heavner, and Edward LaMontagne.

The Pledge of Allegiance was recited.

There was no one in attendance during the public audience.

Chairman Zappile welcomed Ed LaMontagne to the Board meeting and committed the full support of the Board when Ed assumes the duties of Executive Director, July 1, 2012.

BILLS AND COMMUNICATIONS

Checks were distributed to the Commissioners for their signatures.

There were no communications to be discussed.

Minutes of the May meeting were reviewed and a motion to accept them was made by Commissioner Dickins and seconded by Commissioner Eddins.

Selectman Lisa Heavner reported on various happenings in town which included a report on the dinner and art show at the High School to which the seniors in town were invited. This endeavor to connect students with town seniors was well-attended and enjoyed by all.

She also discussed the town's involvement in the proposed sale of Eno Farms and its complications

Executive Director Loewy reported on the ceremony he attended along with Commissioner Dickins and RSC Nancy Britton at the First Church to honor Eagle Scout Keiko Kaplan. It was suggested that we might use the services of the Scouts (Girls and boys) who are planning projects to fulfill the requirements for attaining advanced badges. One project, already under discussion with the Boy Scouts is a shed behind the Virginia Connolly Residence for record storage.

RENTAL INCOME AND MONTHLY MANAGEMENT

Executive Director Loewy stated that expenses and budget are in line and we

are in good shape financially. He went over expenses for both properties. He stated our insurance covered most of the damages caused by our recent flooding incident. He stated that there was no insurance coverage for the replacement of the aged sprinkler pipes in the Virginia Connolly attic. The cost is \$18,000. The work is guaranteed for 15 to 20 years for materials.

Executive Director Loewy stated that the piece of equipment known as the "Hustler" which serves as a snow blower and mower needed replacement. He received two quotes ranging from \$36,506 to \$47,900. He is waiting for a third quote, and they are making do with the equipment on hand.

Commissioner Zappile suggested that we look at used equipment or repair of the old equipment.

Executive Director Loewy submitted a summary of the Repair, Maintenance and Replacement Reserves for both properties for the year ending June 30, 2012.

MARKETING UPDATE

Housing Administrator Winters provided an update on the vacancies at the Owen Murphy Apartments (one) and at the Virginia Connolly Residence (one.) She reported on the Waiting Lists for both properties and it was suggested that she ramp up the advertising in an effort to increase the Waiting Lists for both properties.

She stated that Fitzgerald's Store has offered delivery service to the residents at a cost of \$14.95 per delivery. If the service is used on Mondays, the price drops to \$4.95.

She reported on her attendance at the Senior Summit and Senior Showcase held recently at Eno Hall stating that she was pleased with the results of both endeavors. She plans to have a meeting and tour of Governor House and Belden Forest in July.

ACTION ITEMS

There was a review of the status of the Action Items List. The Purchasing and Procurement Policy is complete and copies will be sent to the members of the Board.

Ron asked that the Resident Selection Criteria and Grievance Policy drafts be reviewed by the members of the Board and comments be sent to Housing Administrator Winters by June 30.

A revision of the fire evacuation instructions at Virginia Connolly has been finalized and is now complete.

The announcement that the Virginia Connolly Residence is to be "smoke-free" effective July 1, 2012 was sent out to all residents of both properties.

This item is determined to be complete.

Other items were given new target dates. These included the Grievance Policy for Residents, Updating Property Leases, Implementation of Emergency Notification System and Update of Property Handbooks for both properties.

A motion to adjourn to Executive Session to discuss Personnel matters was made by Commissioner Eddins and seconded by Commissioner Dickins.

Executive Director Loewy and Housing Administrator Winters were excused. A return to the regular meeting was proposed by Commissioner Cook and seconded by Commissioner Eddins. There being no further business to discuss, Chairman Zappile adjourned the meeting at 8:37 p.m.